

## REVISED INSTRUCTION SHEET PRIOR TO COMPLETING THIS FORM

NAME	(First) (Middle) (Last)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
GRADE	6. DATE REPORT DUE IN OF	9A. PERIOD COVERED BY THIS REPORT From _____ To _____	9B. NUMBER OF MONTHS EMPLOYEE UNDER SUPERVISION	
TYPE OF REPORT		ANNUAL	REASIGNMENT-EMPLOYEE	

## JOB PERFORMANCE EVALUATION

Rating of Specific Duties

Rate up to six of the more important specific duties performed in this rating period. Be specific. Say "Operates 1250 multilith press" not "Operates press." Say "Types research reports having many tables" not "Types." Say "Completely responsible as senior case officer for seven important going operations; uses knowledge of [redacted] not "Senior case officer." Rate only on performance of the specific duty as listed.

25X1A6a

b. All supervisors must be rated on ability to supervise. All employees must be rated on "Records Discipline."

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

Rating on general performance of all duties

Directions: Consider all factors - performance of duties, conduct on the job, how he fits in with your team, when making this rating.



1. Generally unsatisfactory\*
2. Unsatisfactory in some respects
3. Satisfactory
4. Very satisfactory
5. Outstanding

\* See Certification below for meaning of this rating.

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**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**  
**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development or present problems.  
 Indicate suggestions given to employee for improvement of his work.

**SECTION III.****1. For the Employee:**

I certify I have read the supervisor's entries in this report and have discussed them with him. I understand that a rating of "generally unsatisfactory" means I will be removed from the job unless my performance improves within the time specified by my supervisor.

Date \_\_\_\_\_

Typed or printed name and signature of employee

**2. For the Supervisor: A.** 

I certify I have discussed this report with the employee and, when appropriate, have tried to point out ways for him to improve. If I have rated him as "generally unsatisfactory", I further certify that I have informed him what he must do within a specific period of time to bring his performance up to acceptable standards.

B.  This report has not been shown to the employee because \_\_\_\_\_

Date \_\_\_\_\_

Typed or printed name and signature of supervisor

S-E-C-R-E-T